

## FILE DOCUMENTATION

Ordering departments must record their evaluation and selection criteria and keep the following pertinent documents in the procurement file:

1. Department internal expenditure and contract approval
2. GC §19130 justification (Section VI, Forms Example)
3. RFO with minimum of 3 responses. Including S/B or DVBE if applicable
4. Resumes
5. Certificate of PMP, if applicable
6. Financial Information/Bond, if applicable
7. Secretary of State Certification
8. Certificate of Liability Insurance greater than \$1,000,000 if federal funds are used
9. Federal Debarment certification signed by the contractor that they have not been suspended from doing business with the Federal Government
10. Workers Compensation Liability Insurance
11. Confidentiality Statement signed by the contractor.
12. Payee Data Record STD 204 <http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>
13. California S/B or DVBE certification, if applicable
14. The SOW must include service subcategory job classification and rates
15. Contractor's MSA contract including the rate schedule
16. SB/DVBE incentive documentation
17. Completed evaluation and selection report
18. Standard Agreement 213 along with an Agreement Summary 215
19. <http://www.ols.dgs.ca.gov/contracting+info/formsandinstructions.htm> including the SOW, Department Billing Code, Leverage Procurement Agreement number, Delegation number, and supporting documentation. Copies of all said documents must be sent to the Department of General Services, Procurement Division, Master Agreement Unit. A STD 65 is not permissible
20. State Contract Procurement Registration Systems (SCPRS) confirmation
21. Contract Award Report STD 16 <http://www.documents.dgs.ca.gov/osp/pdf/std016.pdf>
22. Contract/Contractor Evaluation (STD4) <http://www.documents.dgs.ca.gov/osp/pdf/std004.pdf>  
Should occurrences of either outstanding performance or poor performance be encountered the DGS Procurement Division Contract Administrator should be notified. The contract shall have the option of reviewing any such submitted performance reports and evaluation.